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25X1

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30 March 1984

1. Arrest Authority for New Agency Guard Force

[redacted] remarked on the reluctance of the Office of Management and Budget to grant the Agency the power of arrest for its new Guard Force. A compromise was reached on 29 March 1984. [redacted]

2. Unauthorized Disclosures

[redacted] commented that the Director of Central Intelligence continues to be concerned about unauthorized disclosures of classified information. A Task Force consisting of representatives of the Intelligence Community is being formed to address the problem. [redacted] will represent CIA. [redacted]

25X1

25X1

3. In Search of Excellence

25X1

Copies of the DCI's 16 March 1984 progress report "In Search of Excellence" are being circulated throughout the Office of Security, and a copy of the Agency Credo is being provided with these Staff Meeting minutes. [redacted] remarked that the Office of Security has nothing for which to apologize because excellence is already here. Maintenance of our high standards is what is now essential.

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[redacted]

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We must make continued progress and reward employees appropriately for their special efforts. Supervisors and line managers should focus on deserved awards such as Quality Step Increases and other forms of recognition, rather than leaving such action to formal bodies. [redacted] also stressed the importance of semiannual counseling, and he insisted that line managers meet regularly with their people. [redacted] 25X1 25X1

4. February 1984 Office Statistics

[redacted] expressed his personal appreciation for the significant increase in background investigations processed during the month of February, noting that average processing time for Accountable cases has been reduced to 78 days from the high of 89 days reached during the Office's move to [redacted] also noted increased agent productivity (to [redacted] cases per agent on average.) He remarked that there has been an increase in security survey activity, and stated that the Monthly Report clearly reflects that there is a lot of hard work being done. [redacted] 25X1 25X1 25X1

5. Delegation of Authority

The Office review of what authorities can be delegated to lower levels continues. [redacted] asked that everyone be alert to possibilities, and raise any issues considered appropriate. [redacted] 25X1 25X1

6. SORT Progress

[redacted] reported that he is delighted with the progress being made in recruiting SORT applicants. [redacted] then commented that there should be [redacted] SORT candidates in the 7 May 1984 class. That class will end on 20 July 1984. Subsequent classes are scheduled to begin on 7 September 1984 and 7 January 1985. [redacted] 25X1 25X1

[redacted]

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7. [redacted] 25X1

8. DCI Visits

The Director of Central Intelligence visited the Office of Communications and the Office of Training and Education during the week of 26 March. During the week of 2 April, he plans to visit the Office of Security and other Agency components at [redacted] We will have about 24 hours notice of the visit. [redacted] 25X1

9. Family Visitation Days

25X1

A Family Visitation Day is scheduled at Headquarters on Saturday, 28 April 1984. Family visits to outlying buildings are also being considered. [redacted]

10. [redacted] 25X1

11. HSB Activities

[redacted] commented on the tremendous job being done by Headquarters Security Branch in gearing up for the new Access Control Officer Program. [redacted] expressed his appreciation for a job that has required a great deal of innovation and creativity on the part of all concerned. He added that he is very pleased by the support HSB has provided to numerous recent conferences and by HSB's handling of the multitude of daily visitors to the Headquarters Building. [redacted] 25X1 25X1 25X1

12. Summer Only Employees

Chief, Clearance Division expressed his appreciation to all involved in the expeditious processing of [redacted] Summer Only Employees. All but about [redacted] of the cases have been closed. 25X1

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13. Budget Matters

[redacted] noted that there has been a lot of activity on the Agency budget for FY 85 and FY 86. As matters now stand, the DDA would absorb [redacted] of a proposed [redacted] cut in overall intelligence program cuts for FY 85. In the re-ranking of Agency initiatives for the FY 86 budget, the Office of Security's six new initiatives rank ahead of 26 other DDA initiatives; we are hopeful that they will survive the next cut ranking exercise. [redacted]

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25X1

14. Polygraph Course to Begin

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Chief, Polygraph Division, reported that the next running of the polygraph training course will begin on 2 April 1984. Four students will participate in the training. [redacted]

15. [redacted]

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We look to our leaders to stimulate initiative, a commitment to excellence, and a propensity for action; to reward and protect us in a manner which reflects the special nature of our responsibility, our contribution, and our sacrifices; and to promote among us a sense of mutual trust and shared responsibility.

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[redacted]

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